



Medical Marijuana Licensing Program Audit: Follow-up

Recommendation	Recommendation Status
<p>1. The Department of Excise and Licenses should develop a framework of internal controls to ensure proper monitoring of processes and controls, which should include:</p> <ul style="list-style-type: none"> 1.1. Developing and implementing medical marijuana policies and procedures to document processes and controls. 1.2. Providing cross training on the medical marijuana licensing process so all Licensing Technicians can process medical marijuana applications. 1.3. Establishing a process for following up on outstanding medical marijuana applications. 1.4. Establishing deadlines for completing the application process, specifically with regard to inspections. 1.5. Amending and updating the inspection report template for each specific license type. 1.6. Ensuring quality control review has defined criteria and is adequately documented with outcomes. 	Implemented
2. The Department of Excise and Licenses should establish segregation of duties in the Medical Marijuana Program to strengthen internal controls, specifically in the areas of cash handling and data entry.	Implemented
3. The Department of Excise and Licenses should develop a plan to request an increase in staff support for the Medical Marijuana Program to enhance the efficiency of the process and strengthen internal controls.	Implemented
4. The Department of Excise and Licenses should conduct a cost analysis to determine if the medical marijuana license fees are appropriate and adequate, proposing any changes to City Council for consideration.	Implemented
5. The Department of Excise and Licenses should review outstanding medical marijuana applications and follow up with applicants to request completion of outstanding inspections or other steps required for full City licensure.	Implemented
6. The Department of Excise and Licenses should review and amend, for accuracy, the electronic medical marijuana license data as recorded in the Department's Production information system so that medical marijuana data transferred to Accela will be useful.	In-Progress
7. The Department of Excise and Licenses should ensure that medical marijuana paper files are complete and filed correctly, including date stamping on all applications.	In-Progress



Medical Marijuana Licensing Program Audit: Follow-up

8. The Department of Excise and Licenses should ensure that all sensitive medical marijuana information contained in paper and digital files is secure and that controls are in place to monitor the safeguarding of this information.	Implemented
9. The Department of Excise and Licenses should develop and implement a method of reconciling all medical marijuana application and license payment information recorded in the Department's Production information system with payment information recorded in the City's PeopleSoft information system.	In-Progress
10. The Department of Excise and Licenses should ensure that the Department's website is updated with the most current medical marijuana information and forms.	Implemented
Recommendation	Recommendation Status
11. The Department of Excise and Licenses should develop and implement a system to compare the state of Colorado's medical marijuana license registry to the City's registry and reconcile any differences.	Implemented
12. The Department of Excise and Licenses should recommend to City Council that Council amend the City's two-year medical marijuana license duration to match the state's one-year medical marijuana license duration for consistency.	In-Progress
13. The Department of Excise and Licenses should recommend to City Council that Council amend the Denver Revised Municipal Code to authorize the Department to collect the full amount of medical marijuana license renewal fees at the time of renewal.	Implemented
14. The Department of Excise and Licenses should enlist the help of the City Attorney's Office to clarify the state's purpose for using the local verification form and work with the state to revise the form if necessary to serve the intended purpose. Recommendation #14 is moot as Colorado no longer requires local verification forms.	N/A
15. The Department of Excise and Licenses should work with the City agencies that are involved in the medical marijuana inspection process to identify opportunities for increased efficiency in the inspection process to improve the overall medical marijuana application process cycle time.	Implemented